PURPOSE

- Provide an overview of NEO
- Provide an overview of duties and responsibilities
- Provide an overview of recurring requirements
- Familiarization with NEO packets / kits

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Who qualifies as an NCE?

- **US citizens who may be ordered to evacuate**
  - US Government civilian employees and dependents
  - US Armed Forces family members
  - Designated US Armed Forces military personnel
- **US/non-US citizens who may be authorized assistance**
  - Private US citizens and their dependents
  - Legal permanent residents of the US
  - Designated foreign national employees of the US Government and their dependents
  - Designated foreign nationals

U.S. Embassy (AMEMB), Seoul designates those authorized evacuation assistance

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NEO Personnel

- **Area NEO Coordinators**
  - Responsible for tactical and operational planning at Area level +
  - Responsible for Area NEO C^2 during exercises and contingencies
  - Manage NEO program and training w/in Area
- **NEO Representatives**
  - Appointed by unit commanders to administer NEO program
  - Manages unit wardens
  - Consolidate and forward various reports to Area coordinators
  - Tracks progress / participation of NCEs during exercises/contingencies
  - Normally assigned to unit personnel office
- **NEO Wardens**
  - Appointed by unit commanders to liaise between unit and NCEs
  - 2 Wardens (1 pri; 1 alt) per 15 NCE families
  - Military (any rank) or EEC/MEC
  - Ensure NCE preparedness in Armistice
  - Alert / assist NCEs during exercises / contingencies
  - Man NEO sites during exercises / contingencies
- **NEO "Steward"**
  - Proposed position
  - NCE who voluntarily agrees to act as a NEO Rep / Warden
  - Used in organizations without sufficient NEO-qualified personnel
  - Evacuates as normal following completion of NCE alert procedure

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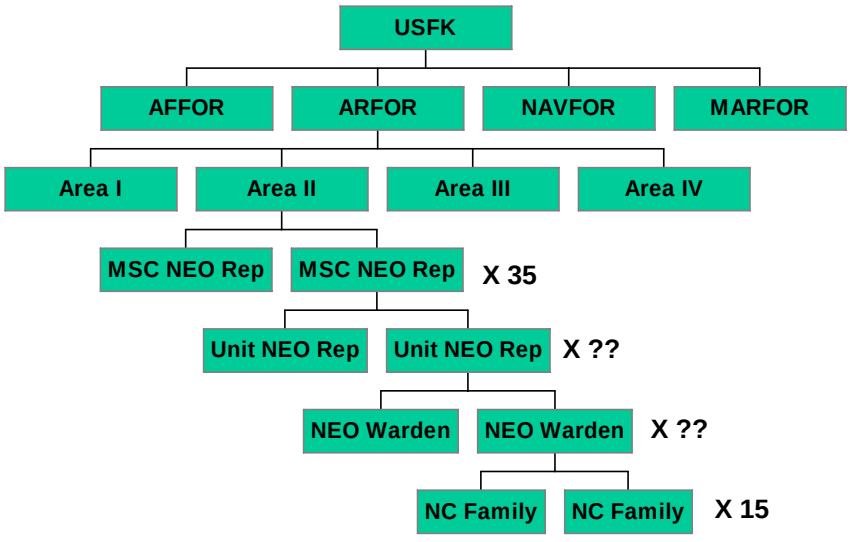
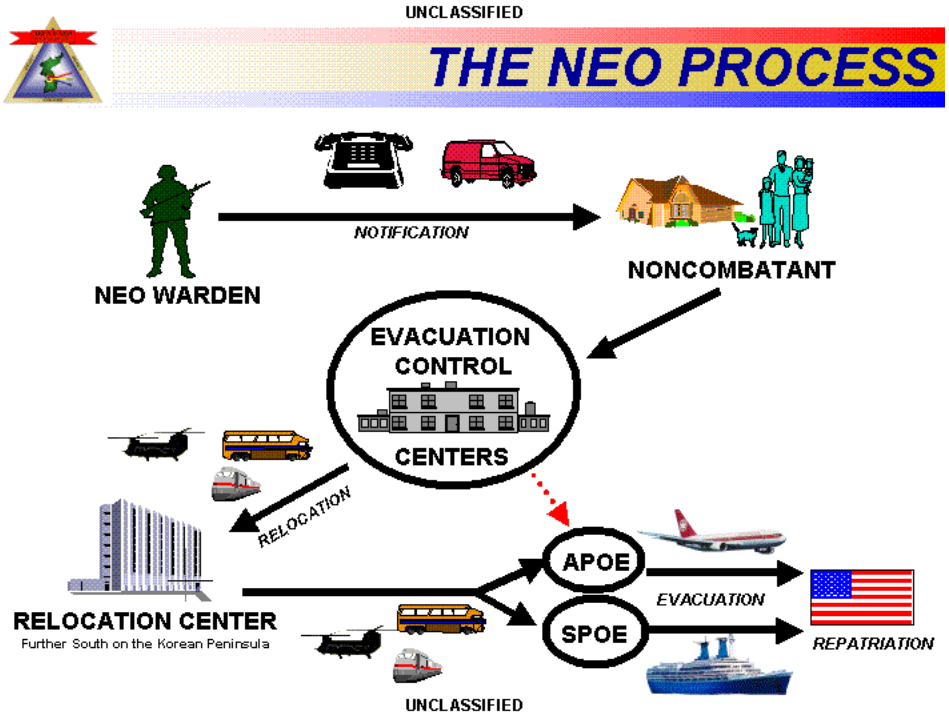
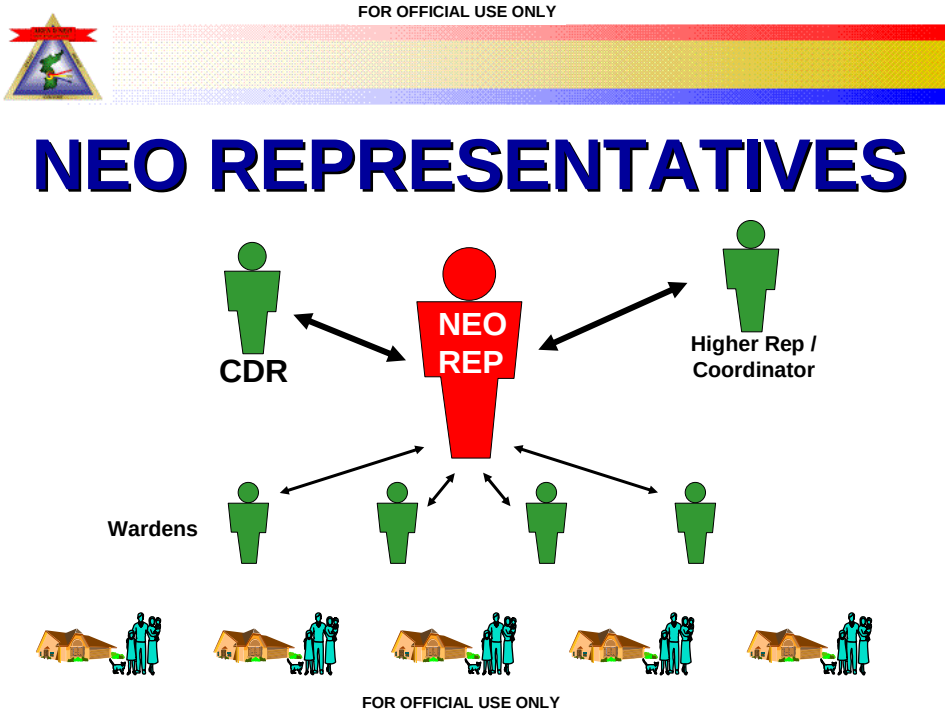
NEO Personnel (cont'd)

- **NEO Site C2**
  - Responsible for tactical execution of a particular NEO site
  - NOT NEO warden/reps
  - Is given autonomy on site (within guidance / intent)
  - Linked into Base Defense forces and Area NOC
- **NTS Operators**
  - Responsible for employing NTS
  - May be unit wardens (discouraged)
  - Trained monthly
  - Maintains ability to revert to manual processing, if necessary

NEO ORGANIZATION




UNCLASSIFIED
THE NEO PROCESS
NOTIFICATION
NEO WARDEN
NONCOMBATANT
EVACUATION CONTROL CENTERS
RELOCATION
APOE
SPOE
EVACUATION
REPATRIATION
RELOCATION CENTER
Further South on the Korean Peninsula
UNCLASSIFIED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NEO REPRESENTATIVES
CDR
NEO REP
Higher Rep / Coordinator
Wardens
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Role of a NEO Representative

- **Serves as primary POC between units**
- **Two-way information flow**
  - **Consolidates bottom-up**
  - **Disseminates top-down**
- **Manages unit NEO warden program**
  - **Assignment recommendation**
  - **Orders**
  - **Training**
- **Advises the commander on NEO program**
- **Initiates NEO alert within unit**
- **Tracks NCE progress through NEO channels**

NEO Rep Responsibilities

- Maintain visibility on inflow/outflow of NCEs
- Ensure appropriate number of wardens are appointed on written orders
- Ensure wardens maintain up-to-date files
- Construct NEO Alert roster and keep current (*short N-hour seq*!)
- Ensure wardens check all NCs' NEO packets quarterly
- Submit NC population report monthly
  -Highlight changes to wardens in last month
- Ensure wardens are replaced NLT 45 days from PCS/DEROS
- Ensure wardens attend training / exercises as applicable
- Advise commander on warden assignment / tasking
- Ensure higher HQ has accurate data on wardens
- Account for 100% of NCs by name during exercises and
- contingencies

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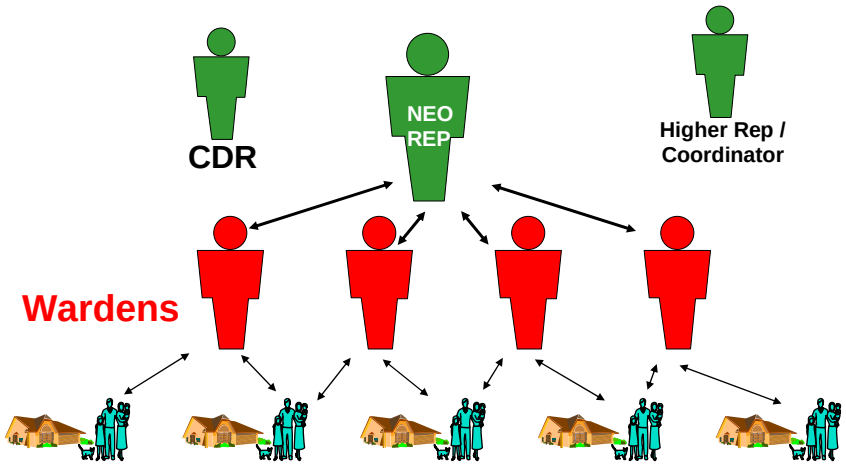
NEO WARDENS



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The Role of a NEO Warden

- Serve as commander's representative (liaison) between unit and DoD NCEs
- Alert, inform, instruct, assist and train
- All OPCONed to Area Cdr in event of NEO
- NEO is PRIMARY duty when called!
- Primary wardens contact / assist NCEs
  - Report status to unit representative
- Alternates have specific job, too!
  - NEO site setup / operation
- Expect to be gone several days

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NEO Warden Criteria

- **> 6 months retainability upon assignment**
- **Be military or EEC – won't be an NC themselves**
  - ***(Potential pos'n) NEO Steward: Non-EEC/military who:***
    - ***Acts as a POC for NCs within an organization w/o EECs or military***
    - ***Assists in NC preparation***
    - ***Alerts NCs in the event of an exercise or real-world contingency***
    - ***Keeps track of who shows up at ECC***
    - ***Evacuates with the other NCEs***
- **Intelligent, mature, responsible, resourceful**
- **No immediate wartime duties which preclude NEO responsibilities**
- **Appointed on orders by commander/OIC**
- **Relieved by DEROS/PCS or in writing by first O-6**

NEO Warden Responsibilities

- **Pre-NEO:**
  - Contact NCs within 30 days of assignment or arrival
    - Commander's letter
    - Warden's letter
  - Physically recon routes to NC residences (both on and off post)
  - Inspect / assist in assembling NC NEO packets and kits quarterly
  - Verify phone/address info at least quarterly

NEO Warden Responsibilities

- **Pre-NEO (cont'd):**
  - Establish/maintain accountability of all eligible NCs and pets within AOR
  - Report all NCs and pets monthly (highlight additions and deletions)
  - Maintain a roster of all eligible NCs and pets
    - *HINT: Use DBIDS format!! Keep on disk!*
  - Maintain a battle book with NC and pet info
  - Attend periodic training/conferences

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NEO Warden Responsibilities

- **Upon NEO order:**
  - Primary NEO wardens alert an adult NC in each family
    - Leaving a message does not constitute alerting
    - Keep trying until an adult NC is reached
    - BPT assist NCs in getting to ECC
    - Report status of notification to rep hourly
  - Alternate wardens establish / operate NEO sites
  - Primaries fall in on NEO site after NCs moving
  - All remain OPCON until Area NEO mission complete

NEO WARDEN BATTLE BOOK
STRUCTURE / CONTENTS

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NEO Warden Battle Book

- TAB A - Pri/Alt Appointment Orders
- TAB B - USFK *Reg* 600-300-1
- TAB C - USFK Pam 600-300
- TAB D - Area/Unit SOP / Guidance
- TAB E - Current NC Info Sheet
- TAB F - NC Telephone Roster
- TAB G - Completed NCE documents, including:
  - » USFK Form 178-R-E (NEO Data Card)
  - » USFK Form 197-R-E (NC Preparedness Checklist)
  - » Strip Maps to NC Residences / Route Plan
  - » Copy of Family Care Plan & Power of Atty (if applicable)
- TAB H - Supply of Blank Forms / Letters

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TAB E – NC Info Sheet

BIDS for (YOUR UNIT)

Report Printed: *Today's Date*

NEO Status Verified (correct, unknown)	Spnsor LastN	Spnsr Fname	Spnsr MI	UIC	Sponsor's Service Component	Sponsor Rank (Military)	Sponsor Pay Category (EN, GS, WG, etc)	L

NCE BY NAME DATABASE FORMAT

Continuation from column on right

DEROS	Sponsor's Work Address	Sponsor's Work Phone	Home Phone	NCE Lname	NCE Fname	NCE MI	NCE Relationship to Sponsor

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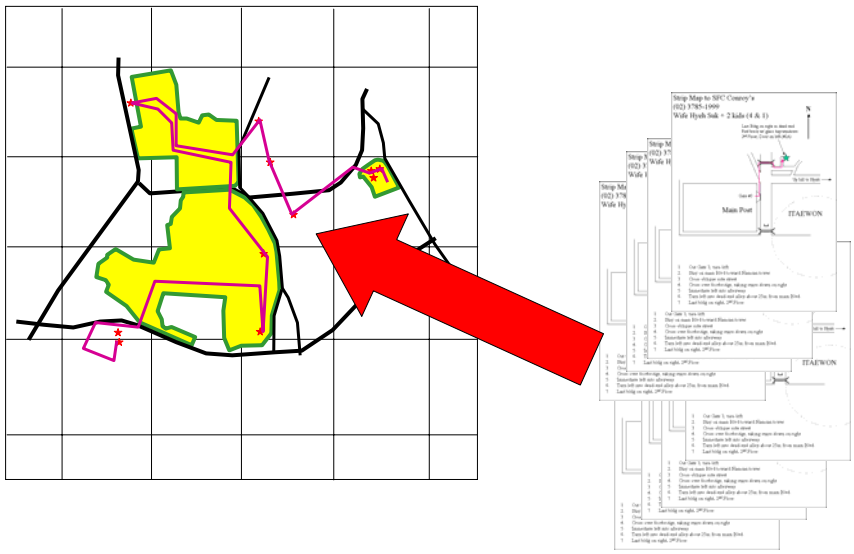
Battle Book – Route Plan



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Your Importance

- NEO is a HUGE undertaking
  - Not your typical "additional" duty
- You are the front line troops
- In our best interest to get it done quickly
  - NC preparedness
  - NEO warden / rep proactivity and involvement
- Without you, the system fails
  - NCs and soldiers die
- NEO is a team… all have input.

Where To Get Help / Info

Area II NEO Team:

AreaIISANEO@korea.army.mil

SFC Stephen DelCorro
738-5013
stephen.v.delcorro@korea.army.mil

MR. Jose Toro
738-7300
Jose.Toro@korea.army.mil